

## **Body Worn Cameras**

### **PSB-451.1 PURPOSE AND SCOPE**

This order provides Peoria Police Department (PPD) field personnel and management personnel with guidelines for the use of Body Worn Cameras (BWCs) and the dissemination of information obtained from BWCs.

### **PSB-451.2 DEFINITIONS**

**BWCs** – (Body Worn Cameras) An audio/video recording device worn and used by officers to document police related incidents.

**Evidence sync** - The software system that will be used to view video prior to syncing the video camera at the end of the shift

**Evidence.com** – The weblink will be used to edit video tagging and review, redact, and share videos.

**Hardware** - Camera, cord, or uniform clip, etc.

### **PSB-451.3 WEARING POSITIONS**

Users should attach the body worn cameras to the upper torso area on their uniform or their outer carrier in order to ensure that the camera view is as close as possible to what the officer is actually seeing.

If this is not practical, the secondary position Taser recommends is for the camera to be attached to the front of the utility belt. Officers should keep in mind that when wearing the camera on their utility belt, a person will need to be about 6 feet from the officer to be in full view of the camera.

Other camera positions are not recommended.

### **PSB-451.4:RECORDING, TAGGING, AND REPORT WRITING**

Every video must be associated with an incident number. Each time you start recording, if you were not already on or dispatched to an incident/call for service, then you must request that dispatch initiate an incident for you.

#### **Officer Tagging Procedures**

- Body Worn Camera (BWC) Incident # and Category tagging will be completed through the Call for Service Disposition
- Do not start new video unless you have been placed or dispatched to the new call.
- When you are leaving the call go to the Disposition Entry Form
  - Enter Normal call disposition and select “Add Disposition”
  - The second disposition should be a BWC disposition (Select the appropriate disposition based on Hierarchy below – select minimum)
- Dock Camera at the end of shift

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BWC Dispo	Description	Examples
BWC Death	BWC 01 Death Invest	
BWC Sex	BWC 02 Sex Offense	➤ Example: Crime resulting in Misdemeanor
BWC Fel	BWC 03 Fel	• Call Disposition: Report
BWC Mis	BWC 04 Mis	• BWC Disposition: BWC Mis
BWC Acc	BWC 05 Accident	➤ Example: FI Only
BWC Civ Cite	BWC 06 Civil Cite	• Call Disposition: FI
BWC Exc	BWC 07 Exceptional	• BWC Disposition: BWC CFS/OV
BWC CFS/OV	BWC 08 CFS/OV	

### Traffic Officer Tagging Procedures

- Do not start new video unless you have been placed or dispatched to the new call.
- At the end of the call, contact dispatch and provide them with two call dispositions.
  - The first disposition should be the normal call disposition
  - The second disposition should be a BWC disposition (Select the appropriate disposition based on Hierarchy below & select minimum)
- Dock Camera at the end of shift

BWC Dispo	Description	Examples
BWC Death	BWC 01 Death Invest	
BWC Sex	BWC 02 Sex Offense	➤ Example: Traffic Stop that was civil speeding
BWC Fel	BWC 03 Fel	• Call Disposition: Cite
BWC Mis	BWC 04 Mis	• BWC Disposition: BWC Civil
BWC Acc	BWC 05 Accident	➤ Example: Traffic Stop warning
BWC Civ Cite	BWC 06 Civil Cite	• Call Disposition: Warn
BWC Exc	BWC 07 Exceptional	• BWC Disposition: BWC CFS/OV
BWC CFS/OV	BWC 08 CFS/OV	

### Manual Tagging

- If you are active on a different call, when you start the video, then the video must be manually tagged
- Videos recorded on a non incident must be manually tagged. The ID format for these videos will be "Year-11111111"
- All BWC videos that need one of the following categories, must be tagged manually
  - Exceptional Incident
  - Petty Offenses
  - Testing
  - Unintentional Recording
  - If a BWC recording spans over more than one Incident then you will need to manually download the video excerpt of the 2nd incident and manually tag the 2nd video in Evidence.com. The 1st incident should automatically tag according to the Call for Service Disposition entry.
- Manual tagging can be completed in Evidence.com or Evidence Sync

### Report Writing:

- Choose the correct title of the report so it will accurately reflect what incident occurred.
- Remember to reference the video from the body worn camera in your narrative and summarize what was visible and audible during the recording.
- Also remember that other audio recordings and digital photographs still need to be downloaded to the shared police drive (I drive) under the New World Attachments folder.

#### **PSB-451.4 SYNCING AND PROCESSING VIDEO**

##### Evidence Sync

Evidence sync is the system that will be used to view video prior to syncing the video camera at the end of the night. All Patrol North and South Desktops will have the Evidence sync software uploaded to the computer (MDCs will not have this capability). This is only to be used if the video must be viewed prior to video upload to Evidence.com

##### Mobile Evidence Sync Application

Taser International provides a mobile application that can be used by an android device. Personal devices may not be used in conjunction with any Taser software or equipment at this time. Only department issued equipment, or authorized reimbursable mobile equipment, may be used to download the Evidence.com mobile application and sync to videos.

#### **PSB-451.5 VIEWING OR SHARING UPLOADED EVIDENCE**

##### Viewing Evidence

Evidence.com is the location where all videos can be reviewed, shared, and markers added, once the data has been uploaded to the server. All videos needs to remain on the Evidence.com server and not placed on the Police Network. Evidence should not be downloaded onto any external device/DVD, unless approved.

##### Officers Sharing Video

An officer may share video for official police business only and only through Evidence.com. Officers may only share videos with authorized City of Peoria employees and other criminal/judicial governmental agencies.

When sharing a video, the officer is to choose "View" and "View Audit Trail" by clicking in the appropriate blocks. If a contact needs the rights to download the video, then a Lieutenant will need to share the video and select "Download" instead of "View" and "View Audit Trail." In addition, an officer must share a video with a Police Sergeant when requested.

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The screenshot shows a permissions dialog box with a dark header bar labeled "PERMISSIONS". Below the header, the email address "theresa.brenholt@peoriaaz.gov" is displayed next to a yellow circle icon. To the right of the email are several action buttons: "View" (with a checkmark icon), "Download" (with a download icon), "View Audit Trail" (with a document icon), "Post Notes" (with a notepad icon), and a dropdown menu labeled "Reshare Download" (with a downward arrow icon). Below these buttons is a section titled "OPTIONAL MESSAGE TO RECIPIENT(S)" followed by a large, empty text input area. At the bottom of the dialog are two blue buttons: "CANCEL" and "OK".

### PSB-451.6 Report Dissemination

#### ISU Dissemination to MCAO

The Investigative Support Unit shall complete all Maricopa County Attorney Office requests for video.

#### City Prosecutor Dissemination

The city prosecutor's office will have a license to evidence.com and will fill all Peoria video discovery requests and redact as needed.

#### Public Records Request

All public records requests for video must initiate with the police records department. Once this request is received, the city attorney's office will be notified for proper redaction. They will need the request only, as the city attorney's office will have a license for evidence.com. Once redaction is complete, the redacted video can be provided to the requestor.

### PSB-451.7 BWCs FOR SPECIALTY UNITS

#### Traffic Services and K-9 Officers

All traffic and K-9 officers are equipped with Body Worn Cameras. BWCs should be used in the normal course of duty, during the officer's normal shift. K-9 officers have been assigned two BWCs to assist with responding after hours from their residence.

Traffic officers should respond to the main station at the start of their shift to pick up their BWC. Prior to going off-duty, they should stop by the station, and dock the BWC. BWCs must be docked at the police department in order for the videos to be downloaded, and

for the unit to charge.

When not equipped with a BWC, traffic officers should carry their digital recorders. Traffic officers frequently make traffic stops on the way to work, or on the way home. If this occurs, traffic officers will not be equipped with their BWC, so they should utilize their digital recorders. The same applies to any situations a K-9 officer encounters on the way to or from work.

When responding to a “call-out,” traffic officers will not have their BWC if they respond from their house to the scene. In this case, digital recorders should be relied upon for scene investigation. If a traffic officer responds to the station first, they may retrieve their BWC for the purpose of investigation, but it should be docked at the main station prior to going off-duty.

#### SWAT officers

Patrol personnel that carry an issued BWC may also be members of the SWAT team. An officer will be assigned by the SWAT Team Leader to wear a BWC during SWAT operations.

### **PSB-451.8 EQUIPMENT MAINTENANCE OR PROBLEMS**

While using a camera, if you should experience problems with the hardware (actual camera, cord, or uniform clip, etc.) you will need to e-mail the equipment coordinator and upon his/her return to work he/she will arrange to provide you with replacement equipment.

If you experience a problem with accessing or using the software on [peoriaaz.evidence.com](http://peoriaaz.evidence.com) or on Evidence Sync, please send an e-mail to [BodyWornCameras@peoriaaz.gov](mailto:BodyWornCameras@peoriaaz.gov) describing the issue you are having.

The Body Worn Camera administrators will respond during their next regular work day. If you forgot your password, [Peoriaaz.evidence.com](http://Peoriaaz.evidence.com) allows you to reset it on your own. Taser also provides limited user's guides on [peoriaaz.evidence.com](http://peoriaaz.evidence.com) under “Help,” which is located in the ribbon near the top of the screen. Also under help is an option to e-mail Taser Support directly regarding any issues you may be experiencing with the camera or software.

### **PSB-451.9 AUDITS**

Audits of Taser Axon video will be performed on a monthly basis. The audits will be performed by selected patrol lieutenants from each precinct. Each selected patrol lieutenant will perform six random video audits each month, for a total of 12 monthly audits department wide.

These random audits may include officers from the same or different precinct, the same or different shift, and may include specialty officers. In order to ensure audits are random, the selected precinct lieutenant will choose a video to review based upon the incident number assigned to the video. This will be done prior to the video being viewed, or the report being read, in order to ensure involved officers are not known until after the video and report are reviewed. The lieutenant will keep selecting incidents until they have six incidents involving officers with assigned body worn cameras

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Prior to the 10<sup>th</sup> of each month, each selected precinct lieutenant will select six incident numbers from the prior month. The lieutenant will review all video related with that case number (there may be more than one video if multiple officers are involved), as well as all reports, supplements, and any other documentation.

The lieutenant will review with the purpose of ensuring we are following policy, documenting properly, handling situations appropriately, and following best practices.

Once all material from each case has been reviewed, the lieutenant will document his/her findings in Blue Team. Each case review will have its own Blue Team entry using the incident titled, "Patrol BWC Audit." All information should be filled out, including: incident number, address of occurrence, involved officers, and lieutenant auditing the case. Reports and/or videos do not need to be attached to the Blue Team entry. These can be retrieved at a later time if needed.

In the summary area, if the lieutenant finds no issues, they will simply list "no issues" and forward to the primary officer's commander. If there are issues found, the lieutenant will list a summary of the issue(s) and the proposed action. The Blue Team will then be forwarded to the primary officer's commander for review. The commander will review the lieutenant's recommendation and forward to the appropriate supervisor for action.

All six audits by each lieutenant for the prior month must be entered and forwarded in Blue Team to the appropriate commander no later than the 10<sup>th</sup> of each month.